**ASSISTANCE FOR CAPITAL PROJECT/IMPROVEMENT OF THE LOCAL CHURCH**

**Coastal Virginia District**

*This application will need to be presented to and approved by the local church Leadership Team or Church Council prior to being sent to the Coastal Virginia District Strategic Team.*

**CHURCH: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CONTACT PERSON:**(Print) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SELECT: Loan: \_\_\_\_ Grant: \_\_\_\_ Emergency: \_\_\_\_ Projected Project \_\_\_\_**

 **LOAN REQUEST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ GRANT REQUEST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Give a brief description and purpose of project to be funded: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. What is the estimated beginning date? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ending date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. What is the anticipated cost of the project? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Two estimates are necessary in order to receive funds; three are preferable. Please submit written estimates with this application.
4. What plans have been made to fund this project in your local church? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Has a Pledge Campaign been conducted for this project? Yes: \_\_\_\_\_ No: \_\_\_\_\_
* How much has been raised to date? \_\_\_\_\_\_\_\_\_\_ How much has been pledged? \_\_\_\_\_\_\_\_\_
* How much additional funds does the church have that can be used toward this project? (Examples: Building Fund Account, certificate of deposits, saving accounts, reserve accounts, endowments, insurance reimbursements, etc.): \_\_\_\_\_\_\_\_\_\_
* Will the church need to secure a loan to underwrite this project? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, what is the amount? \_\_\_\_\_\_\_\_\_\_\_ Lending Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Have you applied or do you intend to apply for a loan or grant from the Virginia Conference or other UMC agency?

 Yes: \_\_\_\_\_ No: \_\_\_\_\_ Loan: \_\_\_\_\_ or Grant: \_\_\_\_\_

 Amount requested: \_\_\_\_\_\_\_\_\_\_\_\_ Amount Approved: \_\_\_\_\_\_\_\_\_\_\_\_

1. Church Information:
* Finances: Attach a copy of the most current year budget including year to date income and expenditures along with current year fund balances.
* Percent of Annual Virginia Conference and Coastal Virginia District Apportionments paid in the most recent 3 years:

 Year % VA Conference Paid % Elizabeth River District Paid

\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

* Vitals signs for the most recent 3 years:

Year Total # of Average Worship # of Professions

 Professing Members Attendance of Faith

 \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

 \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

 \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

**Contact Person’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Pastor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

Upon approval by Leadership Team or Church Council, **Chair signature:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**BOARD OF MISSION NOTES AND ACTIONS: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Does this project require a Charge/Church Conference? Yes: \_\_\_\_ No: \_\_\_\_ Date: \_\_\_\_\_\_\_\_
2. Does this project require approval by the Strategic Team (District Board of Church Location and Building)?

Yes: \_\_\_\_ No: \_\_\_\_

1. Details of Disposition:

**Loan Amount: \_\_\_\_\_\_\_\_\_\_\_\_ Grant Amount: \_\_\_\_\_\_\_\_\_\_**

1. Interval of loan payment (Example: one lump sum, scheduled payments.) *Attach agreement of repayment schedule.*

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1. Restrictions or considerations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature of District Superintendent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Date of Distribution of Funds: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_